



WASHINGTON

CAPITAL PROGRAMS MANAGER

\$111,036 - \$131,472 DOQ

Plus, Excellent Benefits Including Available Housing and Relocation Package

Apply by

June 15, 2025

(Applications will be reviewed upon submission. Open until filled)

***P*ROTHMAN**



THE COMMUNITY



Douglas County is located near the geographic center of Washington. The Columbia River binds the County on the north, the west and the south. Grant County, formerly a part of Douglas County, is on the east. Douglas County is geographically diverse with elevations ranging from 600 feet above sea level near the Columbia River to more than 4,000 feet on Badger Mountain. Basalt rock outcrops and glacial erratic's can be found in close proximity to fertile farmland. Irrigated orchard lands are located primarily in the lower elevations, while dryland farming dominates the upland areas. Forested areas and areas with shrub steppe vegetation provide diverse wildlife habitat in the County. With an area of 1,820 square miles, Douglas County ranks 17 in size of Washington's 39 counties. The County is comprised of the cities and towns of East Wenatchee, Rock Island, Orondo, Waterville, Mansfield and Bridgeport, and home to an estimated 43,696 residents.

The primary industry in Douglas County is agriculture, including the raising of crops and associated industries such as packaging, warehousing, shipping and processing. Apples, wheat and cattle are the primary crops, although there are significant other crop varieties in the County. Approximately 33% of the workforce in Douglas County is employed in agriculture—twice that of retail trade, which is the second highest employment sector.

Douglas County is bordered by the Columbia River and several lakes which offer boating, fishing, and other water sports. Mission Ridge Ski & Board Resort is located conveniently within 30 minutes from the County's largest city, East Wenatchee.



The Badger Mountain Ski Area, located near the Town of Waterville, offers great beginning level family skiing opportunities. For outdoor enthusiasts, there are several recreational sports available such as hiking, biking, hunting, skiing, fishing, and more all within a short distance. For those who want to escape to the big cities for entertainment, Seattle and Spokane are within a 2 ½ hour drive.

THE COUNTY

Douglas County was created in 1883 and named after U.S. Senator Steven Douglas of Illinois who was the chairman of the U.S. Commission on Territories when the Territory of Washington was created. Waterville was designated the County Seat in 1886 and the current Courthouse was initially constructed in 1905.

Douglas County is governed by a three-member Board of Commissioners. Commissioner terms are four years, with staggered elections. The County employs 230 FTEs and operates on a total budget of \$45,000,000. Elected Departments include the Assessor, Auditor, Clerk, District Court Judge, Sheriff, Superior Court Judge, and Treasurer. The Douglas County Commissioners oversee the following departments: Land Services (Planning), Transportation, MIS (IT), Countywide Solid Waste, Developmental Disabilities, Facilities, Douglas County Fair, and Office of Public Defense.

THE POSITION

Reporting to the County Engineer, the Capital Programs Manager works within the County's Transportation Department and performs high-level administrative, professional, and supervisory work to manage capital programs including program-level management and direction of the transportation department design and construction programs. This position requires exceptional leadership, teamwork, and the use of independent judgment within established policy guidelines.

For a full job description and to view all of the essential job functions of this position, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Education Experience:

- A Bachelor of Science in Civil Engineering and two (2) years of experience in project management, **OR** an Engineering Tech Degree and four (4) years of experience in project management, **OR** six (6) years of experience in project management.
- A Washington State Professional Civil Engineer license or the ability to become licensed in Washington State within one (1) year of hire.
- A Valid Washington State driver's license.
- The County may, at its discretion, consider combinations of education, experience, certifications and training in lieu of specifically required qualifications.
- A background security check may be required if a job offer is made.



Necessary Knowledge, Skills and Abilities:

- Strong knowledge of Local, State, and Federal policies related to government and municipal government, and WSDOT Standards, Special Provisions, LAG Manual, Design Manual, MUTCD, and AASHTO.
- The ability to achieve full knowledge of County policies and procedures relating to all aspects of transportation, and interpret and use statutes, ordinances, and regulations regarding County roads and public works programs.
- Knowledge of application processes involving successfully securing alternative and creative funding sources such as grants, loans and entitlements.
- Knowledge of principles and practices of leadership, personnel administration, and management, and collaborative negotiation techniques.
- Skill in problem solving and the ability to use independent judgement and initiative.
- Advanced communication skills, both verbally and in writing.
- Experience with strategic planning, budget preparation, oversight, and accountability.
- The ability to operate a personal computer and software to perform the requirements of the job.
- Experience with public speaking on a variety of levels, ranging from small groups to large public meetings.
- The ability to interpret and apply provisions of the applicable collective bargaining agreements and personnel policies regarding employees under this position's supervision inclusive of coordinating with Human Resources.
- Skill to effectively deal with people who may be emotionally charged by issues and information.
- The ability to lead and direct staff with a diverse level of skills and abilities.
- The ability to interpret and evaluate staff reports, and know laws, regulations, and codes affecting work activities.

COMPENSATION & BENEFITS

- **\$111,036 - \$131,472 DOQ**
- Relocation and housing assistance package available.
- 2.5% COLA for 2025.
- Medical, Medical and Dental 100% premiums paid for employee.
- Minimum \$125 up to \$305.57 in VEBA (Health Savings Plan) contribution by employer.
- Washington State Department of Retirement – PERS eligible/required.
- 2.5% employer contribution to Deferred Compensation Plan.
- Employee Assistance Plan.
- \$12,000 Accidental and Life Insurance coverage.
- 11 Paid Holidays, 1 Personal Holiday, 8 hours of leave accrual for Sick and Vacation to start. Vacation increases with years of service.
- Longevity incentives.



**To learn more about
Douglas County, Washington
please visit:**

www.douglascountywa.net

Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 15, 2025** (Applications will be reviewed upon submission. Open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Douglas County, WA – Capital Programs Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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